

# **FAIRFAX** SINCERITAS LABORIS

## INDUCTION BOOKLET 2022



PART OF THE FAIRFAX MULTI-ACADEMY TRUST

# CORE VALUES AND BELIEFS

## EXCELLENCE:

We strive for the highest quality to ensure excellent outcomes.

## DEDICATION:

We believe there is dignity in hard work and effort.

## AMBITION:

We want the very best for our students.

## INTEGRITY:

We believe in openness and transparency

## TRADITION:

We believe in old-fashioned manners, courtesy and respect.

We are delighted that you have chosen to send your child to Fairfax Academy. Fairfax Academy is one of a family of four academies that form the Fairfax Multi-Academy Trust (FMAT).

Established in 2014, FMAT is an educational charity, which encourages its academies to celebrate their own uniqueness, whilst sharing one mission, vision and set of values.

Our mission is “Enriching Lives; Transforming Futures”. We achieve this by ensuring all of our students access a broad and wide-ranging curriculum, while being supported in a structured, kind and caring environment.

Our family is a values-led organisation. The following five values underpin all of the work we do:

**Excellence** - We strive for the highest quality to ensure excellent outcomes and personal achievements.

**Dedication** - We believe there is dignity in hard work and effort.

**Ambition** - We aim to be the best that we can be, in all that we do.

**Integrity** - We believe in openness, honesty and have a real sense of moral purpose.

**Tradition** - We believe in good manners, kindness and respect.

Our vision is that every child within the Trust, regardless of their background, will attend an Academy that offers a high-quality education.

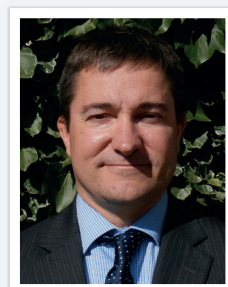
What do we mean by ‘high-quality of education’?

Every child is recognised as an individual and has access to first-class pastoral care because we want your child to be happy;

Every child benefits from a wide range of enriching opportunities because we place great emphasis on your child’s personal development.

Every child benefits from dedicated leaders, teachers and support staff who are relentless in their ambition to improve the quality of teaching in our academies because we know excellent teaching is key to transforming the futures of our students.

**Mr Simon Jones**  
**CEO Fairfax Multi-Academy Trust**



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# Welcome from the Principal

A very warm welcome to Fairfax from all the staff at the Academy; we are delighted that your child is joining us in September, and look forward to seeing him/her develop both personally and academically.

We appreciate that this is a daunting time for both parents/ carers and students, but very much hope that you will find the transition a smooth one.

I feel both incredibly humbled and proud to be the new Principal of Fairfax Academy, and to be able to be a part of the next phase of the Academy's progression; it is something I will not take for granted.

All staff at Fairfax are inspired by our students' achievements and the pride they take in every aspect of school life. We set ourselves the highest standards in behaviour and uniform.

Our values of ambition, respect for one another, kindness and safety are integral to our daily routines, and we are confident they will enable your child to experience a bright and positive future at Fairfax.

I am a firm believer in hard work, and that with hard work comes reward. Fairfax Academy's mantra, 'Sinceritas Laboris', the purity of labour, is fundamental to our success, and I truly believe that if your child takes advantage of all the opportunities Fairfax Academy offers, and works hard, they will reap the rewards.

**MR S CASTLE**

PRINCIPAL FROM SEPTEMBER 2022



# INTRODUCTION

The purpose of this booklet is to provide you with plenty of information to help put your mind at ease for the upcoming transition of your child's education at Fairfax.

We would like to invite your child to attend a transition day taking place on Wednesday, 6 July. During this day, your child will be involved in various activities to help familiarise themselves with the school and the teachers. They will also have the opportunity to meet with their Head of Year, Assistant Head of Year, Head of House and Assistant Head of House.

Please ensure that your child arrives at Fairfax ready for 8.35am wearing his/her current primary school uniform and meets in the Reception area. Students will finish school at 3.00pm and we ask that you collect your child from the canopied area, at the rear of the school, accessed via the Reddicap Heath Road entrance. You will also leave the school using the same exit. If you wish, your child may be allowed to walk home by themselves or with their older sibling(s) at Fairfax.

Students will be provided with a school meal, as well as for the first day of term when they start in September. You may wish to provide your child with a small healthy snack and drink for break time.

☎ 0121 378 1288

✉ [post@fairfax.fmat.co.uk](mailto:post@fairfax.fmat.co.uk)

🌐 [www.fairfax.bham.sch.uk](http://www.fairfax.bham.sch.uk)

“

IT'S GOOD BECAUSE WHEN IT COMES TO SPORTS THERE'S HOUSE COMPETITIONS AND I'M COMPETITIVE. FORM TIME IS GOOD BECAUSE STUDENT COUNCIL REPS DISCUSS SCHOOL ISSUES WITH US. MY HOUSE TUTOR HELPS ME AROUND SCHOOL.

On entry to Fairfax, students are placed in one of four Houses; **Coventry**, **Kenilworth**, **Stratford** or **Warwick**. House Tutors and will work closely with students to support challenge, guide them and encourage participation in the range of extra-curricular activities. The House system generates a sense of identity which, we feel, helps students to develop leadership skills, loyalty, responsibility and healthy competition. Each House has a Head of House and Assistant Head of House who lead and support the House tutors in ensuring that all students maximise their potential participation.

The House system encourages healthy competition in the following four areas:

**Sports Competition** - Every half term at Fairfax, House sports competitions take place. Students in each year group are encouraged to participate in a wide variety of sports. Points for these competitions culminate with those for the annual House Swimming Gala and the House Athletics Championship. These all contribute towards the House Sports Trophy.

**Arts** - The annual Eisteddfod celebrates creativity across the curriculum and is made up of a variety of events such as Art, Photography, Creative Writing and Food. The final events of Dance, Drama, Music and Spoken Word take

place over two performance evenings, which are a fantastic highlight of the Fairfax Calendar! There are also House Spelling Bee and House Chess competitions.

**Charity** - Each year Houses will vote on their own charity. Within Charity Week students will take part in a number of events to raise as much money for their chosen charity as possible. The Academy also hosts an annual "Fairfax has Got Talent" event. The money raised from this goes to either Comic Relief or Sport Relief.

**Academic** - The Academy's merit system rewards students for exceptional effort and achievement. At regular points throughout the year, Heads of Year monitor progress, both academically and personally, and award points for outstanding progress.



# STUDENT SUPPORT

Your child is encouraged to report to the Student Support Centre where a member of the team will be able to help, if they have any concerns.

We do our utmost to ensure that your child is happy and safe at Fairfax and that you share these feelings. If you have any concerns, please contact your child's Assistant Head of Year, Mr Rainbow, in the first instance and he will be able to direct your concern to the appropriate department or to Mrs Rose, Head of Year.

We do our best to prevent issues occurring and we will deal with concerns as quickly and thoroughly as possible. If you wish to speak to a member of staff in person, please bear in mind that due to teaching commitments it is not always possible to meet with a staff member without making an appointment. Please contact the school to arrange this.

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"MY FAVOURITE THING ABOUT FAIRFAX ACADEMY IS THE PRACTICAL SUBJECTS AND MATHS IS GREAT HERE TOO."





# CURRICULUM

Students have a one week timetable and there are 25 lessons per week, each lasting one hour in length.

A calculator is essential for Mathematics and the recommended model is the Casio FX 85GT.

One lesson each week is devoted to the Guidance Programme. This covers all aspects of Personal, Social and Health Education (PSHE), RSE (Relationship and Sex Education), careers guidance, study skills and home learning.

All groups are made up of students with mixed abilities except for Mathematics, English and Science. Setting in target groups for these three subjects will take place in the autumn term.

There are a huge range of ever changing extra-curricular opportunities, including sports, homework club, gardening club, science awards, languages, drama and many others. Further details regarding extra-curricular activities will be published during the first term.

## YEAR 7 STUDENTS WILL STUDY:

English  
Mathematics  
Science  
Modern Foreign Languages  
History  
Geography  
Art  
Drama  
Music  
Design Technology  
Food  
Business/ICT  
PE  
Guidance



# SPECIAL EDUCATIONAL NEEDS

At Fairfax we believe in inclusion and progress for all our students. Our SEND students are fully included in all aspects of school life from the Maths classroom to ski trips and DofE. Where reasonable adjustments need to be made to enable this to happen, they are. All of our students are encouraged to develop the skills they require to play an integral role in society and to become valuable contributors to it.

Highly trained teaching assistants support learning within the classroom and within small group sessions. The team is led by the SENDCO, Mrs Corbett, along with Miss Panesar, Assistant SENDCO, who both work closely with our parents/carers, staff and students to ensure that all students achieve their full potential. Mrs Williams is the member of the Senior Leadership Team who works with the SEND team.

If you have any concerns relating to Special Educational Needs and/or Disability, please do not hesitate to contact the SEND team either by email or via phone asking for Miss Panesar/ Mrs Corbett, in the first instance.

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“MY FAVOURITE THING ABOUT FAIRFAX ACADEMY IS THAT EVERYONE IS SO ACCEPTING OF EACH OTHER – YOU GET TO KNOW SO MANY PEOPLE FROM DIFFERENT BACKGROUNDS.”

Did you know that 49% of children and young people think that reading is boring or that there is significant correlation between reading enjoyment, reading frequency and reading attainment?

The 'National Literacy Trust' found that 90% of students who only read books at school are either average or below average readers. They go on to say that: "Children who read for pleasure enjoy better opportunities throughout life because they have gained a richer vocabulary, more knowledge, critical thinking skills and a self-directed learning framework."

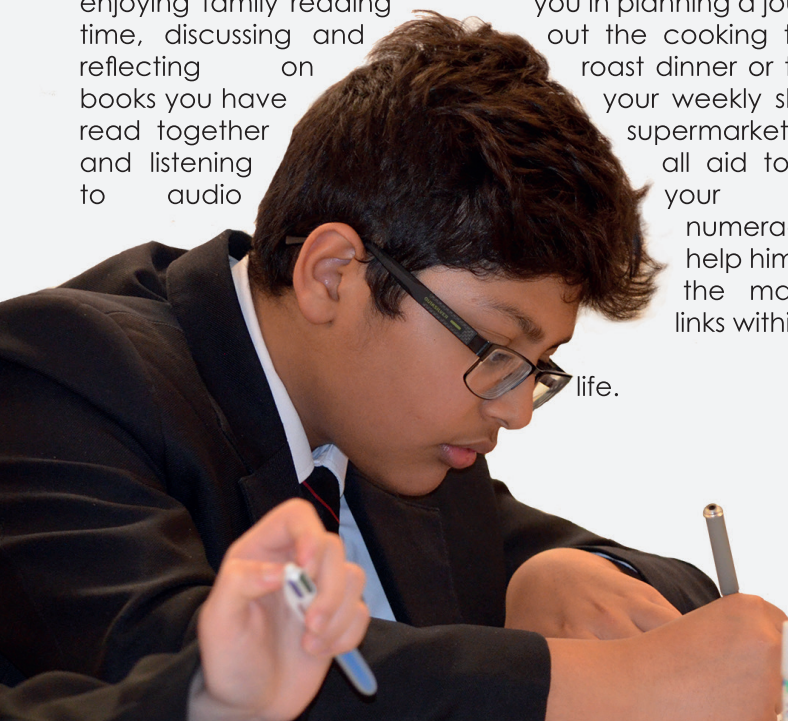
At Fairfax, we have the facilities to improve the reading of every child in the school, but we also need your support. From enjoying family reading time, discussing and reflecting on books you have read together and listening to audio

books, there are so many ways that you and your child can enjoy the reading experience.

One in five young people are still entering the workplace without the numeracy skills they need for success. We understand that as a parent/carer you want the best for your child and there are lots of ways you can support his/her numeracy skills at home.

Times tables are a fundamental part of everything that follows in Mathematics; a child who is confident with his/her times tables is quicker and more confident with the rest of his/her Mathematics. You can help your child by traditional methods such as chanting or testing. Additionally, you can play games to strengthen his/her skills or your child can help you in planning a journey, work out the cooking times for a roast dinner or totalling up your weekly shop at the supermarket. These will all aid to improving your child's numeracy skills and help him/her to see the mathematical links within everyday

life.



# REWARDS & DISCIPLINE

**Our goal is to create a respectful culture demonstrated by having:**

- An environment where learners feel valued, safe and cared for.
- Polite, respectful and safe relationships between staff, students and parents/carers, where everyone thinks before acting and tries to understand the needs of others.
- A healthy, family atmosphere where people smile at each other.
- No swearing and no pushing.
- Smooth lesson transfers and calm out-of-classroom behaviour.
- A no physical contact policy to ensure safety.
- No barriers between year groups or other groups.
- No litter.
- Respect for the working environment and all those working within this environment.



It is important for students to learn self-discipline and we feel that by working in partnership with parents/carers and giving students a firm lead, they can achieve this. Students who misbehave will be disciplined, not only for their own benefit, but for that of the other students.



Mobile phones should be turned off and put away before entering school gates and only switched on after leaving school premises. Confiscated mobile phones can only be collected from Reception by parents/carers at the end of the school day.





## REWARDS

We believe that students having a positive attitude to their work and respecting all learners in the classroom will ensure that they are learning effectively and will stand them in good stead for all future employment.

At Fairfax, we reward positive behaviour in a variety of ways:

- Teachers will praise enthusiasm, effort and achievement by giving the students verbal praise.
- As an Academy we reward exceptional effort and achievement in the fundamentals of becoming an outstanding learner and sharing our key ARKS values. Merits may be earned for displaying effort in being Ambitious; being Respectful; being Kind; and being Safe. Merits can be earned by students of all ages/abilities.
- Being commended by a member of the Senior Leadership Team or the Academy Associates.



## CONSEQUENCES

At Fairfax we use a consequence system for negative behaviour. If a student displays inappropriate behaviour, he/she will face consequences which are used consistently by all staff and are listed below.

These consequences are clearly displayed in classrooms, main corridors and all other areas of the school that are used by students.

Mobile phones, mp3 players/iPods, earpieces, will be confiscated if they are seen anywhere in school.

**C1** Verbal warning recorded by the teacher.

**C2** Final verbal warning recorded by the teacher. Any further transgression will lead to a C3.

**C3** Forty-five minute detention the same day or the next day if issued after 1.15pm. Students should communicate this to parents/carers. However, a text message will also be sent, where possible, advising parents/carers of detentions.

**C4** Removal from lesson(s) for serious offences or persistent disruption to teaching and learning.

Please refer to our Behaviour and Discipline Policy for further details, which can be found on the academy website.

Fairfax is committed to maximising the attendance of all students during their education at the school. Students with frequent absences are being denied equality of opportunity. Your child should have a minimum of **97% attendance**.

Attendance is inextricably linked to success in all aspects of school life, including examinations, and regular school attendance is vital if students are to benefit from the experiences which the school offers them. Employers and other reference seekers value attendance and punctuality highly as an indicator of reliability.

## ATTENDANCE

Parents/carers are reminded that the only acceptable reason for a student's absence is illness. If your child is unwell, please contact the school by 8:35am on the day of the absence. All unreported absences will receive an automated message informing you of your child's absence. We feel that this not only helps to ensure your child's safety at all times, but also helps improve school attendance.

Poor attendance will be investigated by our Attendance Officer who works closely with the School Police Liaison Officer, CSAWS, the Education Welfare Officer and a Local Authority Enforcement Team. Truancy is always noticed and will not be tolerated in any way. Please note that for safety reasons, students are not permitted to go home during break/lunch times.

## LEAVE IN TERM TIME

The Government, Local Authority and Fairfax are working to stop unnecessary absences, especially term time holidays, as this disrupts learning. The Attendance Officer will send a 'Leave in Term Time' letter to all parents/carers at the start of every academic year to inform them that the Head of Academy is unable to authorise leave during term time except where there are exceptional circumstances.

Parents/carers must complete an **'Exceptional Leave in Term Time Request Form'** if they are considering taking their child out of school for a period of leave. These forms can be collected from Reception and must be returned to the Attendance Officer. Any holidays taken during term time, without permission will be recorded as 'unauthorised' and legal implications could occur.

Please refer to our Attendance Policy for further details, which can be found on the academy website.

Parents/carers are required to inform the Attendance Officer of medical and dental appointments in advance. We ask parents/carers to try to ensure that appointments are made outside of school hours, wherever possible. Parents/carers are also asked to ensure that, if appointments in school time are unavoidable, students attend school prior to the appointment and are returned to school afterwards. Please provide advance notice for any medical appointment that is made for your child during the school day.

## PUNCTUALITY

Students who arrive late to school between the times of 8:35am and 8:55am will be met by a member of the Senior Leadership Team and given a same day detention.

Students that arrive to school after 8:55am are also issued with a same day detention and must report and sign in at the Attendance Office by the Fairfax Road entrance to the A block. Those students who neglect to sign in will be treated as absent on the attendance system and subsequently a truancy message will be sent to parents/carers. Those students with no reasonable explanation for arriving after 8:55am will receive a 'U' code (unauthorised late after AM registration) for that am registration mark. Once a student receives 20 'U' codes, legal action may be started by the Educational Welfare Officer.

Consequences will be issued to students who are late for their 8:35am registration.



Fairfax is committed to the highest standards in protecting the children entrusted to our care. We recognise that some children may be the victims of bullying, neglect, physical, sexual and emotional abuse. Staff working with the children are well placed to identify such abuse.

## **What will we do if we have a concern about your child?**

Families and children sometimes go through difficult and challenging times. For the vast majority of concerns we will work with you consensually to support you and your family to resolve or ease any issues. However if we are concerned that your child may be at risk of abuse or neglect we must follow the procedures in our Safeguarding and Child Protection Policy. A copy of this can be found on our web site.

The procedures have been written to protect all students; they comply with our statutory responsibilities and are designed to support students, families and staff. The procedures are based on the principle that the welfare of the child is the most important consideration.

In almost all circumstances, we will speak to you about our concerns as well as inform you if we feel we must refer our concerns to the Children's Trust.

We will request for your consent to put forward a referral, but in some circumstances we may need to make the referral against your wishes. We will only do this if we genuinely believe that this is the best way to protect your child, and it will be recorded that you did not provide consent for the referral. If we determine that contacting you in the first instance may jeopardize the situation, we will report our concerns to the Children's Trust and await further advice. We will normally tell you that a referral is being made and will record the reasons why we decided to follow this course of action.

All child protection records are kept securely and filed separately from your child's general school file. The only staff that have access to these records are those who need to be informed about the concerns in order to protect and support your child.

Child protection is an extremely sensitive issue; it raises many questions and a range of strong emotions. We will ensure we do everything we possibly can to support our students and would like to assure you that any action taken will be in the best interests of your child.



The senior DSL (Designated Safeguarding Lead)

at Fairfax is Mrs Mace

We actively encourage all students to feedback their progress to parents/carers on a daily basis. If you have any concerns, please do not hesitate to contact your child's house tutor by emailing [post@fairfax.fmat.co.uk](mailto:post@fairfax.fmat.co.uk) or by contacting your child's Assistant Head of Year.

At the beginning of the year you will receive a list of important dates which will include:

- Year 7 Information Evening.
- A parent meeting with subject teachers in the spring term.
- Progress reports which are published at key points throughout the year.

We find that email is our most effective method of communication to relay information such as: student reports, trip letters, school events etc. To receive up-to-date information please ensure you provide us with your email address when completing your child's admissions booklet.

It is imperative that you notify the school of any changes to contact details immediately. This includes mobile/landline numbers, email address and home address. A minimum of two contacts per child is required.



**Fairfax-specific uniform is available to purchase from Clive Mark Schoolwear and Crested Schoolwear (Trutex Erdington), and this includes the full range of sports and PE kits.**

**Fairfax-specific blazers are also available to purchase from Tesco online.**

All uniform, with the exception of the school blazer badge, school House tie and House sports polo-shirt, can be purchased from other retailers as long as they meet the uniform standard, for example, blazers purchased from Marks and Spencer or from Asda are acceptable if the school badge is bought and sewn on.

We would ask parents/carers to support us in ensuring that their child wears the correct uniform and they present themselves appropriately and to a high standard.

Please be reminded to purchase the correct uniform for your child's House.

All outdoor clothing must only be worn outside and should not be worn during lessons or in the school building. Any student temporarily unable to wear the full or correct uniform should bring a dated note from their parent/carer and ask their Assistant Head of Year or Head of Year to date and countersign the note to avoid uniform sanctions.

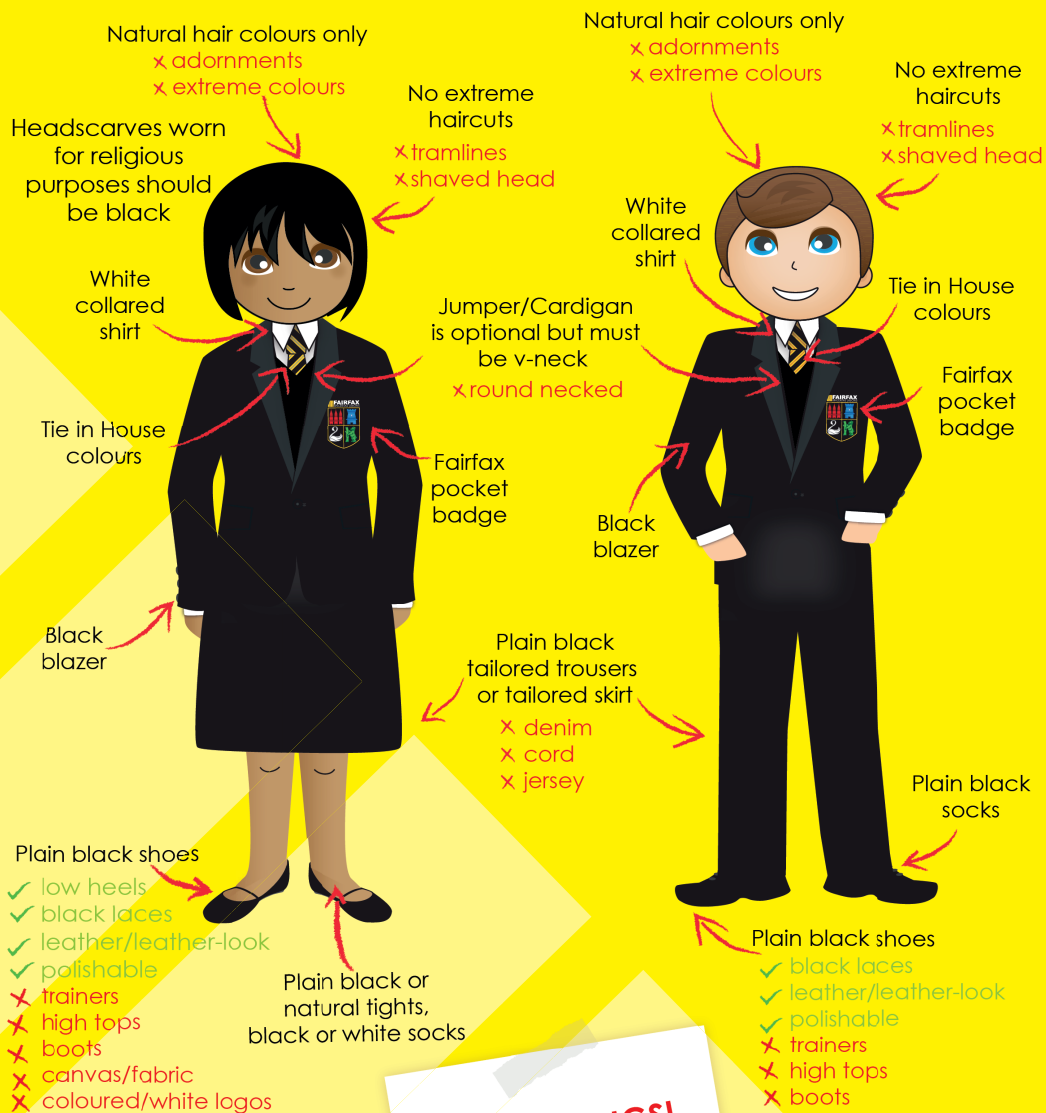
Your child's Student Card will be signed for any uniform infringements.

Appropriate items of uniform will be loaned to the students as a short term measure only. If there are any medical reasons for your child being unable to wear the full or correct uniform, please provide your child's House Tutor with an appropriate medical note. If students are unsure about any aspect of the uniform policy, please ask them to speak with their House Tutor or one of the staff members in the Student Support Centre.

**Uniform enquiries can be emailed to  
[FF-uniform@fairfax.fmat.co.uk](mailto:FF-uniform@fairfax.fmat.co.uk)**



# UNIFORM STANDARDS



## SCHOOL COAT

- ✗ denim
- ✗ leather
- ✗ fur

## NO PIERCINGS!

We allow **one small stud** in each ear. Any other piercings are unacceptable.

**One watch only** - no other jewellery.

**No smart watches.**

# KEY CONTACTS



Mrs Mace

## MRS MACE – SAFEGUARDING LEAD

"My role is care, guidance and support. I am responsible for line managing Year 7, working with the Head of Year to ensure the wellbeing and progress of all students. I am also the Designated Senior Person for Child Protection."



Mrs Rose

## MRS ROSE – HEAD OF YEAR 7

"I coordinate all transition arrangements for Year 6 to Year 7 to ensure a smooth and safe transition for all of our students. I promote, direct and monitor the wellbeing, progress and achievement of every student in Year 7, and intervene as appropriate, to ensure the success of all our students."



Mr Rainbow

## MR RAINBOW – ASSISTANT HEAD YEAR 7 & 8

"I assist the Head of Years in the behaviour and achievement of students in Year 7 and Year 8. Together we help students settle into secondary school life and start the road of success."



Mrs Whittam

## MRS WHITTAM – PASTORAL ADMINISTRATOR

"I am the Pastoral Administrator based in the Student Support Centre, supporting the Heads of Year and the Assistant Heads of Year."

## SENIOR LEADERSHIP TEAM 2022-23

### Principal

Mr S Castle

### Vice Principals

Mrs R Boyce

Mr T Johnson

### Assistant Principals

Miss R Clarke

Ms W Gray

Mr C Hetherington

Mrs J Mace

Mrs H Williams







## **MISS BLAKE | HEAD OF COVENTRY HOUSE**

"Welcome to Coventry. We are a House with a long tradition of success with victories in The Eisteddfod and House Swimming Championship. We hope to uphold this tradition in the coming year with your help! We will need your participation with a number of sporting and creative events, so if you can sing, dance, act or play a number of different sports then we will be looking to you for next year's victories."



Miss Blake



## **MRS HUNTER-STOTT | HEAD OF KENILWORTH HOUSE**

"Welcome to Kenilworth! We are a high participating House who are also great supporters of each other's achievements. On stage and on the sports field we are a very talented House, one that you are going to love being part of as there is something for everyone to get involved in! As we like to say 'you don't have to be great to start, but you have to start to be great'."



Mrs Hunter-Stott



## **MR PORTER | HEAD OF STRATFORD HOUSE**

"Welcome to Stratford! In Stratford House, we believe in encouraging every student to make the most of the opportunities offered at Fairfax by using the talents that we know they have and that will benefit the House. There are many ways in which they are able to showcase their talents and also add to our House reputation for being champions of a variety of sporting competitions, including the annual Swimming Gala and prestigious House Athletics. We were the Eisteddfod champions this year for the first time in 24 years!"



Mr Porter



## **MR CARTY | HEAD OF WARWICK HOUSE**

"Welcome to Warwick! In Warwick House, we believe that every student has the potential to achieve great things. With determination, enthusiasm and the right opportunities, you will surprise yourselves with what you can accomplish. At Fairfax there are many opportunities to thrive; the annual Eisteddfod, House Sports, the Swimming Gala, talent shows and many more!"



Mr Carty



**EXCELLENCE.**  
DEDICATION.  
**AMBITION.**  
INTEGRITY.  
**TRADITION.**